**GEBZE TECHNICAL UNIVERSITY**

**PROTOCOL FOR THE INDUSTRIAL APPLICATIONS COURSE**

**PARTIES**

**Article 1**

1. In this Protocol, the following entities are referred to:

**i. University:** Gebze Technical University (GTU),

**ii. Faculty:** Faculties providing undergraduate education**,**

**iii. Course:** The "Industrial Applications" course offered by the faculties with different codes,

**iv. Industrial Applications Course Faculty Planning Committee (EUFPK):** The committee responsible for planning the process and operation of the Industrial Applications course,

**v. Department Coordinator:** The Planning Coordinator of the department**,**

**vi. Workplace:** Private sector and public institutions, organizations, and affiliated enterprises,

**vii. Workplace Training Supervisor:** The training supervisor designated by the workplace for the student taking the course,

**viii. Industrial Applications Course Inspector:** An academic staff member, qualified to teach, from each department, collaborating with the Coordinator to monitor the implementation of the course program in workplaces and supervise the students' situations during the application.

1. This Protocol has been signed on ...../......./20...... between .................................................. and **Gebze Technical University (hereinafter referred to as GTU throughout this Protocol).**

**SCOPE**

**Article 2**

This Protocol encompasses the rules and principles necessary for the better training of students enrolled in GTU undergraduate programs, who have completed 200 ECTS credits with a cumulative GPA of 3.00. It provides an opportunity for professional practice within the scope of the GTU Industrial Applications Course Directive, allowing them to enhance their education through practical experiences in private and public sector workplaces.

**EFFECTIVENESS**

**Article 3**

The provisions of this Protocol shall be valid for a period of ... year(s) from the date of signing. The Parties may terminate the Protocol by providing written notice at least 2 months before the commencement of the academic semester following the expiration of the validity period of the Protocol.

**DURATION**

**Article 4**

The duration of the course is 14 weeks (one semester) for each student.

**WORK PERIOD IN THE WORKPLACE WITHIN THE SCOPE OF THE INDUSTRIAL APPLICATIONS COURSE**

**Article 5**

Students may choose the Industrial Applications course within the academic program of their departments during the relevant semester, provided they meet the above-mentioned conditions.

**ALLOCATION OF QUOTAS FOR THE INDUSTRIAL APPLICATIONS COURSE AND THEIR UTILIZATION**

**Article 6**

Workplaces shall notify the coordinator of the Industrial Applications course, at the time of signing this Protocol, of the number of quotas they will allocate for the course each semester.

**COORDINATORS OF THE PROGRAM AND PROGRAM IMPLEMENTATION**

**Article 7**

The person responsible for this program in institutions and private workplaces is the "workplace training supervisor," while at GTU, it is the responsible "department coordinator." All relationships related to the program between the two organizations are conducted through these individuals/units.

The Industrial Applications course is conducted within the framework of this Protocol and the Industrial Applications Course Directive. The program is executed based on the Industrial Applications Course Student Agreement, prepared and signed by the department coordinator, student, and workplace training supervisor. This Agreement is an integral attachment to this Protocol.

**RESPONSIBILITIES OF THE STUDENT AND WORKPLACE**

**Article 9**

Students, upon acceptance into the program, are obligated to actively participate in required activities and adhere to the applicable working conditions and rules at the institution or workplace. They must submit their work reports to the department coordinator of the course.

The workplace is obliged to contribute to the enhancement of the student's knowledge, skills, and experiences in the relevant field, preparing a summary of the student evaluation report and submitting it to the course's department coordinator.

The working or practical course hours for students are limited to 8 hours in a business day.

**RIGHTS OF THE STUDENT DURING THE INDUSTRIAL APPLICATIONS COURSE**

**Article 10**

1. Students are expected to benefit from other social services provided to the personnel (such as transportation, meals) free of charge. However, students are not expected to benefit from financial aid provided based on legal rights or collective agreements.
2. GTU covers the insurance and premiums for work-related accidents and occupational diseases, as required by Law No. 5510, for students who choose the Industrial Applications course.
3. GTU applies the principles and procedures regarding the payment of fees from the Unemployment Insurance Fund for students receiving compulsory practical training in the fields of science and engineering at the undergraduate level of Higher Education Institutions.

**PROTECTION OF CONFIDENTIAL INFORMATION, TRADE SECRETS, AND PATENT RIGHTS**

**Article 11**

The student, the course department coordinator, and the course inspector acknowledge, declare, and undertake to protect all trade secrets and confidential documents they obtain.

Within the scope of this protection, students who have participated in any stage of work, research and development, and industrial applications during the Industrial Applications course, along with the course department coordinator, course inspector, and GTU-EUFPK:

1. Commit not to disclose any information within the scope of these activities,
2. Commit not to disclose any information deemed a trade secret for the workplace regarding applied training to third parties.

They accept, declare, and undertake this commitment irrevocably.

**GTU RESPONSIBILITY REGARDING PROTECTION OF CONFIDENTIAL INFORMATION, TRADE SECRETS, AND PATENT RIGHTS**

**Article 12**

**GTU:**

1. Relieves itself of liability by fulfilling the obligation to transmit necessary notifications to the student, the course coordinator, and the course inspector for the applicability of Article 11 of this Protocol and ensuring the execution of necessary confidentiality agreements that will be considered part of this Protocol.
2. Acknowledges and declares the obligation to obtain permission from relevant institution or workplace authorities before using information obtained during the implementation of the course under this Protocol in any technical or academic presentations, reports, and similar publications.

……………………………………………… ACCEPTS AND UNDERTAKES THE COLLABORATION WITH GEBZE TECHNICAL UNIVERSITY (GTU) IN THE IMPLEMENTATION OF THE INDUSTRIAL APPLICATIONS COURSE WITHIN THE FRAMEWORK OF THIS PROTOCOL.

|  |  |
| --- | --- |
| FIRM TRAINING SUPERVISOR | FIRM AUTHORIZED PERSON |
| Stamp/Signature | Stamp/Signature |
|  |  |
| GEBZE TECHNICAL UNIVERSITY |
| Industrial Applications Course Department Coordinator | The dean of the respective faculty | Rector |
| Stamp/Signature | Stamp/Signature | Stamp/Signature |
|  |  |  |

\* This Protocol is executed in 4 copies among the parties. Each party, including the Rectorate, Dean's Office, Department, and Company, provides one copy, duly signed with wet signatures.

**Protocol Attachment**

**GEBZE TECHNICAL UNIVERSITY INDUSTRIAL APPLICATIONS COURSE STUDENT AGREEMENT**

**A. Student's Obligations**

1. Students shall carry out necessary practical application work at the workplace determined in accordance with the principles of the **Industrial Applications Course Directive and Industrial Applications Course Protocol**.
2. Throughout the Industrial Applications Course period, students shall comply with all rules and principles set by the workplace.
3. During the Industrial Applications Course, students shall prepare a file containing all activities undertaken and knowledge and skills reinforced through education.
4. Students, during the Industrial Applications Course, acknowledge and declare that they will protect all trade secrets and confidential documents learned within the scope of relevant legal provisions. In this context, studentswho have participated in any stage of work, research and development, and industrial applications during the course:
5. They commit not to disclose any information within the scope of these activities.
6. They commit not to disclose any information deemed a trade secret for the institution or workplace, whether conceived by themselves or not, to third parties, in relation to the Industrial Applications Course.
7. During the Industrial Applications Course, they commit to delivering all notes, records (tape, disk, floppy disk, etc.), and documents used, produced, or controlled by themselves to the workplace. They accept, declare, and undertake this obligation.
8. This agreement hereby declares that, being an annex to the Industrial Applications Course Protocol, the student acknowledges and undertakes to accept all provisions of the Industrial Applications Course Protocol.

**B. Responsibilities of the Workplace Training Supervisor**

1. Prepares a suitable environment and conditions necessary for the development and reinforcement of students' knowledge and skills through practical application.
2. Assists the student in working in accordance with job discipline.
3. Monitors and evaluates the student's activities, informing the inspector and department coordinator.
4. Prepares and signs forms documenting the supervision and evaluation of the student's performance, sending them to the department coordinator in a sealed envelope.
5. Provides occupational safety training to the student and ensures its implementation.

**C. Responsibilities of the Course Inspector**

1. Ensures that the time spent in the workplace is evaluated appropriately by monitoring the students in the workplace.
2. Collaborates with the Industrial Applications Course Coordinator and assists in problem-solving.
3. Prepares the necessary conditions for the presentation of the Industrial Applications Course student outcome report. Provides guidance to the student in presentations and evaluations.

**D. Other Matters**

1. University covers the student's insurance for workplace accidents, occupational diseases, and health insurance according to the provisions of Law No. 5510 on Social Insurance and General Health Insurance.
2. The department coordinator may propose a program related to the student's technical development to the workplace, and the workplace training supervisor implements this program if deemed necessary.
3. This Agreement has been prepared in accordance with the Gebze Technical University Industrial Applications Course Directive and has been read, accepted, and signed by the parties.

The student who takes the Industrial Applications course hereby UNDERTAKES that they have read, understood, accepted, and will implement all of the above.

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| --- |
| Department:  |
| Student | Academic Advisor of the Student | Course Inspector | Industrial Applications Course Department Coordinator | Department Chair |
| Date: | Date: | Date: | Date: | Date: |
| Name/Surname Signature | Name/Surname Signature | Name/Surname Signature | Stamp/Signature | Stamp/Signature |
|  |  |  |  |  |

The Head of the Department may also request the signature of the student's graduation project advisor for cases deemed necessary.

|  |
| --- |
| Student's Graduation Project Advisor |
| Date: |
| Name/Surname Signature |
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